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| Post Title | Student Safety Engagement Assistant (with Security duties) |
| Location | Craven College, Skipton (Multi Site) |
| Rate of pay | Craven College Harmonised Pt 2-3 £25,841 - £26,293 per annum Pro rata to £22,362 - £22,753 per annum (40 hours per week, term time only, 40 weeks work, 45 weeks paid) |
| Hours | Monday to Friday with a flexible late shift |
| Responsible to | Head Of Facilities & Estates |
| Responsible for | No line manager responsibility |
| Special Conditions | Flexible hours required in line with the needs of the College to include some weekends and evenings A full enhanced disclosure via the Disclosure and Barring Service will be required for this post |
| Closing Date | Sunday 24 August 2025 |
| Post No. | B252 |

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted.
Please feel free to apply for futures roles as appropriate.

MAIN JOB PURPOSE

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

As a key member of the Facilities and Estates team, you will act as an ambassador for Craven College providing a highly visible presence and service around campus to all our students, staff and visitors. You will work closely with the Head of Student Experience & Inclusion and Student Service Manager to foster and promote a culture of positive student engagement and experience. You will be responsible for carrying out a range of tasks to ensure the provision of first-class facilities and a safe, secure environment for students, staff, and visitors. You will respond to incidents and emergencies in line with College Safety and Security Procedures, you will demonstrate careful judgment, excellent welcoming customer service and a high level of integrity. You will consistently demonstrate the College's core values of openness and inclusiveness and help to drive continuous improvement.

Representing the College in a professional manner, you will be committed to promoting a disciplined and orderly culture among the students while providing a supportive and visible presence of protection of persons, property and prevention of crime

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- Routine patrols and monitoring of the campuses responding to different types of issues and/or emergencies; investigation and incident report writing as required to the Head of Facilities & Estates or by the Student Services Manager.
- To provide accurate non-judgemental incident reporting and recording processes to the safeguarding team in a timely manner.
- To communicate effectively and be approachable to a diverse range of people in line with the College's Values and Behaviours.
- To ensure that an efficient, effective and consistent level of service is provided to all of the College community.
- Independent judgement in finding the right balance to carry out security duties within the given parameters
- Ensuring good order and behaviour of all present on the college premises, including the protection of everyone therein against violent acts, abuse, and accident.
- The protection of college property against loss, theft, damage, (including fire and water) and waste
- To ensure reasonable crime prevention measures are in place.

- The protection of private property belonging to staff, students and visitors against loss, theft and damage
- That any offences against the law are brought to the attention of the Head of Facilities & Estates
- That basic Fire Precautions are in place and means of escape are clear
- Monitor health and safety issues reporting transgressions and defects accordingly
- To provide First Aid to students and staff when required.
- To complete the opening and locking of buildings is carried out following health and safety checks.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all the desirable requirements.

ESSENTIAL REQUIREMENTS

- To hold a current SIA licence.
- Good literacy and excellent proven verbal communication skills
- Previous experience of working in the security industry/environment
- Be computer literate and show the ability to use Microsoft Word and Outlook Express for email
- Self-motivation and ability to use own initiative and work without supervision as well as proven ability to work as part of a diverse team
- To demonstrate tact and diplomacy to deal with people, including senior staff, students and visitors, in all circumstances, including emergencies
- Ability to manage potentially volatile situations and deal with conflict effectively
- Ability to receive, interpret and act on instructions quickly and effectively
- Demonstrable skills in observation and the ability to appraise situations quickly and effectively
- Responsible attitude towards health and safety at work
- Awareness of Equality and Diversity issues and the ability to work with sensitivity to the needs of a multi-cultural environment

DESIRABLE REQUIREMENTS

- First Aid at Work Qualification (FAW) or a willingness to achieve within a specified timescale
- To hold a CCTV licence and knowledge of operating systems